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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **COMPUTER OPERATOR III** Announcement Number: DOA 49-20

Open: March 06, 2020 Close: March 26, 2020

GENERAL PAY PLAN (GPP)
OPEN: J-01; \$31,076 P/A –J-10; \$42,661 P/A
PROMOTION: J-01; \$31,076 P/A –J-18; \$54,771 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Three (3) years of experience in computer and peripheral data processing machine operation; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of work

This is complex technical work involved in the operation of electronic data processing machines and peripheral equipment in processing varied and complex accounting and statistical data. Employees in this class perform the full range of computer operation and serve as shift or team leaders over less experienced personnel or may supervise lower level computer operators and other clerical employees. Work involves monitoring and controlling the computer on established routines.

Illustrative Examples of Work

Participates and leads the work of subordinates in the operation of electronic data processing machine and peripheral equipment. Performs highly technical work in the processing of varied and complex accounting and statistical data; alters priority of jobs by changing class through the console. Establishes and maintains work schedules and determines priority of report productions. Manipulates control switches on console panel in accordance with established routines. Observes control panel, magnetic tape units, etc. and reports any deviation from standards to the supervisor. Reviews completed product for adherence to designed specifications. Assists or recommends the establishment and revisions of procedures, methods, techniques, and forms to improve operating efficiency. Assists less experienced computer operators in accomplishing their assignments. Performs related work as required.

Knowledge, Abilities & Skills

Knowledge of the operation of electronic data processing machines and peripheral equipment. Knowledge of the practices, procedures and techniques of electronic data processing. Knowledge of computer operation capabilities. Knowledge of basic computer programming. Knowledge of modern office procedures, practices and methods. Ability to lead the work of others. Ability to evaluate operational efficiencies and recommend changes to improve effectiveness. Ability to think in terms of computer logic. Ability to identify the various switches, devices and uses of the peripheral equipment. Ability to make assignments to symbolic and physical devices. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Skill in the operation, adjustment and care of electronic data processing and peripheral equipment.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

COMPUTER OPERATOR III OPEN COMPETITIVE EXAMINATION

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


MICHAEL W. SCHMEPP, Acting
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.